

CONFIDENTIAL

24 August 1951

Activities Emanating from 220 - Week of 20-24 August

25X1A9a

To:

From:

1. This week I have been doing quite a bit of supervising of classes, both in the Pool and at Alcott.
2. We have begun a rather extensive telephonic and correspondence survey to locate material or places from which we can get help in setting up a compact, streamlined, and efficient English usage course.
3. I have held two meetings of the present four clerical teachers to revamp certain procedures and devices within the courses.
4. I have contacted Personnel offices in North and "L" Buildings to iron out kinks in procedures with them.
5. Our "tentative final" registration forms were distributed this week with instructions for their use.
6. On Friday we registered a new UTG/A Russian group at

25X1A5a1

061790
□ ☒ ~~REVISION~~ 17-9-89
REVISION BY Same
REASON 3d(3)

25X1A9a

JOB NO. 17479
IN CHARGE 31
NEXT REVIEW 89
NO. FOR 11479
REV CLASS C REV COORD. AUTH: HR 763
31 122 02
11 0211 ORG CLASS 1

CONFIDENTIAL